

**Purpose of this Form:** This form is to be completed by the university buyer. The purpose of this form is to provide the Accounts Payable (AP) team known good supplier information, which will be used to contact the supplier in order to complete the bank verification process. An electronic funds transfer (EFT) payment will not be made to the supplier nor will the supplier's bank account information be updated unless this form is completed and submitted to Accounts Payable (AP) along with the Supplier Information forms.

Supplier Name

Supplier Number (if already set up in Oracle)

Supplier Contact Name

Supplier Contact Phone Number

Supplier Contact Email

Supplier Contact Job Title

Secondary Supplier Contact Name

Secondary Contact Phone Number

Secondary Contact Email

Secondary Contact Job Title

Supplier Website

If this supplier has a centralized inbox (e.g. Accounts Receivable, Sales Team, Accounts Payable), provide the email address(es):

Email:

Email:

Email:

Do you anticipate your annual spend with this supplier to be over \$250,000? Yes No

If yes, AP will be in contact to schedule a Zoom call with yourself, your supplier contact and AP so that the AP team can confirm the bank account information.

Buyer Name

Buyer Signature

**I Confirm by Checking this box that the contact information provided for the recipient on this form is known good supplier information.**

Please submit this form to Accounts Payable at [ap-supplier-doc@andrew.cmu.edu](mailto:ap-supplier-doc@andrew.cmu.edu) with your completed supplier forms.